



Peer Review JAD Meeting

Date: March 28, 2005,
Time: 10:00 a.m. – 12:00 p.m.
Location: Rockledge 2, Room 6087
Advocate: Eileen Bradley
Business Analysts: Mark Siegert; Sophonia Simms

Requirements Analyst: Daniel Fox

Next Meeting: Monday, April 18, 10:00 a.m. –12:00 p.m.,

Action Items

1. (Sophonia Simms) Combine information provided by SRAs with existing Conduct Peer Review Document in order to make the document more comprehensive.

Continuing to Define the Roles of Peer Review Actors

At the last meeting, held on March 14th, Scientific Review Administrators (SRA), Committee Management Officer (CMO), Grants Technical Assistant / Extramural Scientist Administrator (GTA/ESA), and receipt actors convened in smaller clusters to define the activities associated with their various roles. CMO, GTA/ESA, and receipt actors gave presentations to the group. The Operating Division (OPDIV) representatives delivered their activities independently.

Sophonia began the meeting by stating that the group would continue the exercise from last week. The various actors to include the SRA, the Integrated Review Group (IRG) Chief, and program staff proceeded to define their activities for pre-meeting, meeting, and post-meeting processes. The purpose of this work is to confirm and update the high level Peer Review activities model.

The work described by the actors is all-inclusive and represents activities across institutes. Sophonia will incorporate these activities into a comprehensive “as is” business model.

Action: (Sophonia Simms) Combine information provided by all Peer Review Actors into a more comprehensive business model.

Attendees

Bradley, Eileen (CSR)	Dortch, Eulas(HRSA)	Jaffe, Deborah (NCI)
Luo, Weihua (CSR)	Musto, Neal (NIDDK)	Paugh, Steve (OD/LTS)
Petrosian, Arthur (CSR)	Shabestari, Behrouz (CSR)	Simms, Sophonia (OD)
Tatham, Tom (CSR)	Wehrle, Janna (NIGMS)	Wojcik, Brian (NCI)